

# NCDOT ENCROACHMENT SUBMISSIONS USER GUIDE

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# NCDOT Encroachment Submissions User Guide

## Overview

This manual provides basic instructions for the most common tasks Applicants and NCDOT Reviewers will perform on the Connect NCDOT Encroachment Submissions site:

- Creating and submitting an encroachment
- Adding/Updating document(s) in your submissions
- Creating notifications, alerts and filters

More detailed resources are available in the Encroachment Submissions Help section of Connect NCDOT at <https://connect.ncdot.gov/municipalities/Utilities/Pages/help.aspx>.

## Applicant Role vs. Reviewer Role

The instructions in this manual apply to both the Applicant and the Reviewer roles. They are considered as two entirely different functions in the Encroachment Submissions site.

The **Applicant Role** is used by vendors and applicants to create an encroachment submission and monitor the status of past and current encroachment submissions. All content created on the Encroachment Submissions site is specific to the Applicant's NCID. All submittals start at the Division/District level.

While discouraged, it should be noted that when an NCDOT employee uploads an encroachment, the system is designed to send automatic emails to the applicant. In this case, only the NCDOT employee will be notified of any changes. Therefore, the NCDOT employee must notify and/or otherwise communicate with the submitter separately.

The **Reviewer Role** is where NCDOT District Engineers or other designated NCDOT Employees make encroachment additions and/or changes that applicants can view.

## Purpose

The NCDOT Encroachment Submissions site was created for the following reasons:

- Reduce review time between the Applicant and NCDOT.
- Provide electronic submittal and exchange of Encroachment Submission documentation (e.g. Agreement Form, Plans, Cover Letter, and other supporting documentation as appropriate).
- Track encroachment submittals statewide with abilities specific to user interests, such as by District office, or by Central Utility office encroachments.
- The Applicant and NCDOT can review and monitor the status of an encroachment.
- Monitor the length of time that an encroachment is handled by each office.
- Maintain consistency with the statewide encroachment numbering system.
- Promote environmentally friendliness by reducing hardcopies and paper waste.
- Allow submitters to obtain approved encroachment permit documents after NCDOT approval.

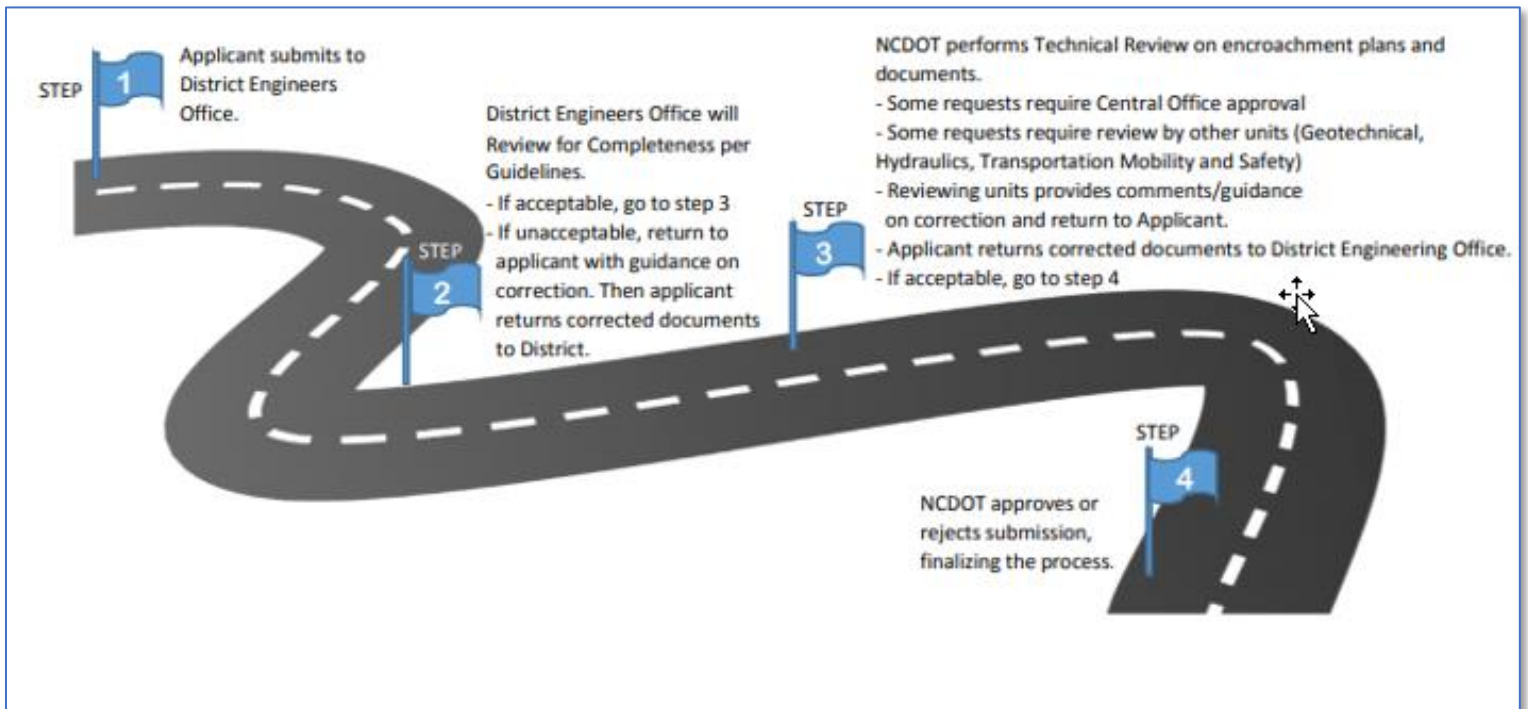
# NCDOT Encroachment Submissions User Guide

## Process

To create an Encroachment Submission on the Connect NCDOT site, you'll follow these basic steps:

- Log into the Encroachment site: <https://connect.ncdot.gov/site/Permits/Pages/default.aspx> using your NCID Username and Password.
- Create a new Encroachment Submission attaching the required documentation (e.g. Signed Agreement, Cover Letter, Plans, Special Studies, etc.).
- Review the email confirmation with the assigned Encroachment ID (e.g. E001-123-19-12345).
- Review the status of the encroachment on the Encroachment Submissions Dashboard.

## Encroachment Review Process



## NCDOT Encroachment Submissions User Guide

### Log in to the Encroachment Submissions Site

**IMPORTANT: To get started with Online Encroachment Submissions, you'll need a Business NCID Username and Password.**

- **NCDOT employees**
  - Submit the employee NCID into the form at <https://connect.ncdot.gov/municipalities/Utilities/Pages/Submit-Your-NCID-for-Encroachments-Submissions.aspx>.
  - When access has been granted to the Encroachment Submissions site <https://connect.ncdot.gov/site/permits>, you'll receive an email notification from NCDOT.
- **Non-NCDOT employees- New User Registration**
  1. Create your Business NCID account here: <https://ncid.nc.gov/idmdash/#/default> (see Appendix A). An email will be sent to complete the NCID registration process.
  2. Submit the Business NCID created in step one above into the form at <https://connect.ncdot.gov/municipalities/Utilities/Pages/Submit-Your-NCID-for-Encroachments-Submissions.aspx>.

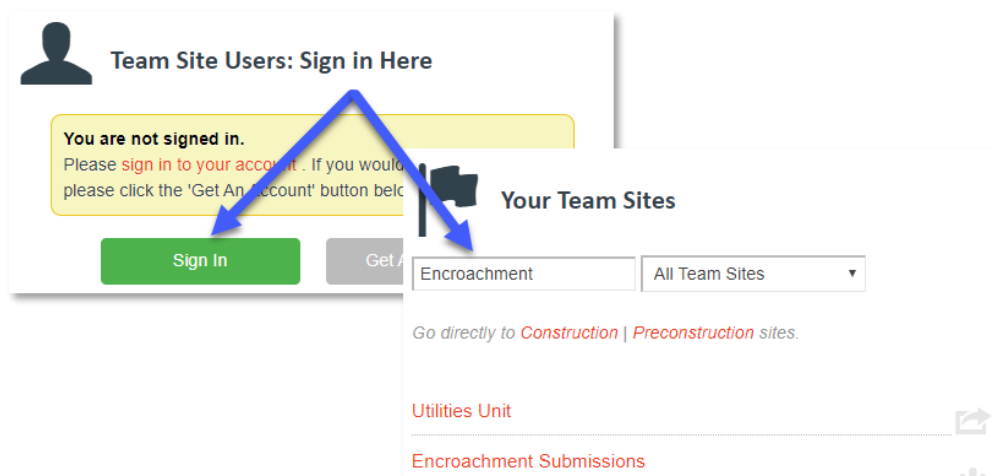
When access has been granted to the Encroachment Submissions site <https://connect.ncdot.gov/site/permits>, you'll receive an email notification from NCDOT.

**IMPORTANT (Non-NCDOT employees): When you log into the Connect NCDOT site, remember to type *NCID\* before your username (e.g. NCID\yourusername).**

There are three (3) methods that can be used to access the Encroachments Submissions site:

#### **Method 1**

1. Access the NCDOT Connect site: <https://connect.ncdot.gov>
2. Select **Sign In** and type **Encroachment** in the search bar
3. Select **Encroachment Submissions** from the list of available sites



# NCDOT Encroachment Submissions User Guide

## Method 2

1. Access the Utilities Encroachments page:  
<https://connect.ncdot.gov/municipalities/Utilities/Pages/Encroachment-Agreements.aspx>
2. Select the **Log In** button

The screenshot displays the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The top navigation bar includes links for Home, Help, Team Sites, and Site Map. Below this, a secondary navigation bar features categories like Doing Business, Bidding & Letting, Projects, Resources, and Local Governments (which is highlighted). A search bar is also present. The main content area is titled 'Encroachment Agreements for Utilities' and includes a sub-header 'Overview, Explanation of Forms, Bonding'. A breadcrumb trail shows the path: Connect NCDOT > Local Governments > Utilities > Encroachment Agreements for Utilities. The page is divided into two columns. The left column contains sections for 'Overview of Encroachment Process' (with contact info for Larry Sanders, PE), 'Encroachment Agreements', and 'Performance and Indemnity Bonds for Encroachments'. The right column, titled 'Online Encroachment Submissions', contains instructions to click 'Log In' and a green 'Log in' button. A blue arrow points from the 'Log in' button in the right column to the 'Log in' button in the left column's 'Encroachment Agreements' section.

**Connect NCDOT**  
BUSINESS PARTNER RESOURCES

Home Help Team Sites Site Map

Doing Business Bidding & Letting Projects Resources **Local Governments** Search...

Bridge Reuse Interagency Leadership Local Projects Planning School Transportation State Airport Aid State Street-Aid (Powell Bill) **Utilities**

## Encroachment Agreements for Utilities

Overview, Explanation of Forms, Bonding

Connect NCDOT > Local Governments > Utilities > Encroachment Agreements for Utilities

### Overview of Encroachment Process

Please direct encroachment related questions to:

Larry Sanders, PE  
919-707-6979  
[encl@ncdot.gov](mailto:encl@ncdot.gov)

### Encroachment Agreements

When construction or utility installation is proposed within the limits of NCDOT right-of-way, an encroachment agreement is required. Below is a list of NCDOT's encroachment agreements along with descriptions of when and where they are applicable.

### Performance and Indemnity Bonds for Encroachments

Performance and indemnity bonds may be required from the applicant of an encroachment agreement for utility installations to be placed within the limits of highway rights-of-way. The purpose of such bonds is to indemnify NCDOT for any damages within the highway rights-of-way caused by the installation.

### Online Encroachment Submissions

Click Log In to access the Online Encroachment Submission section of Connect NCDOT.

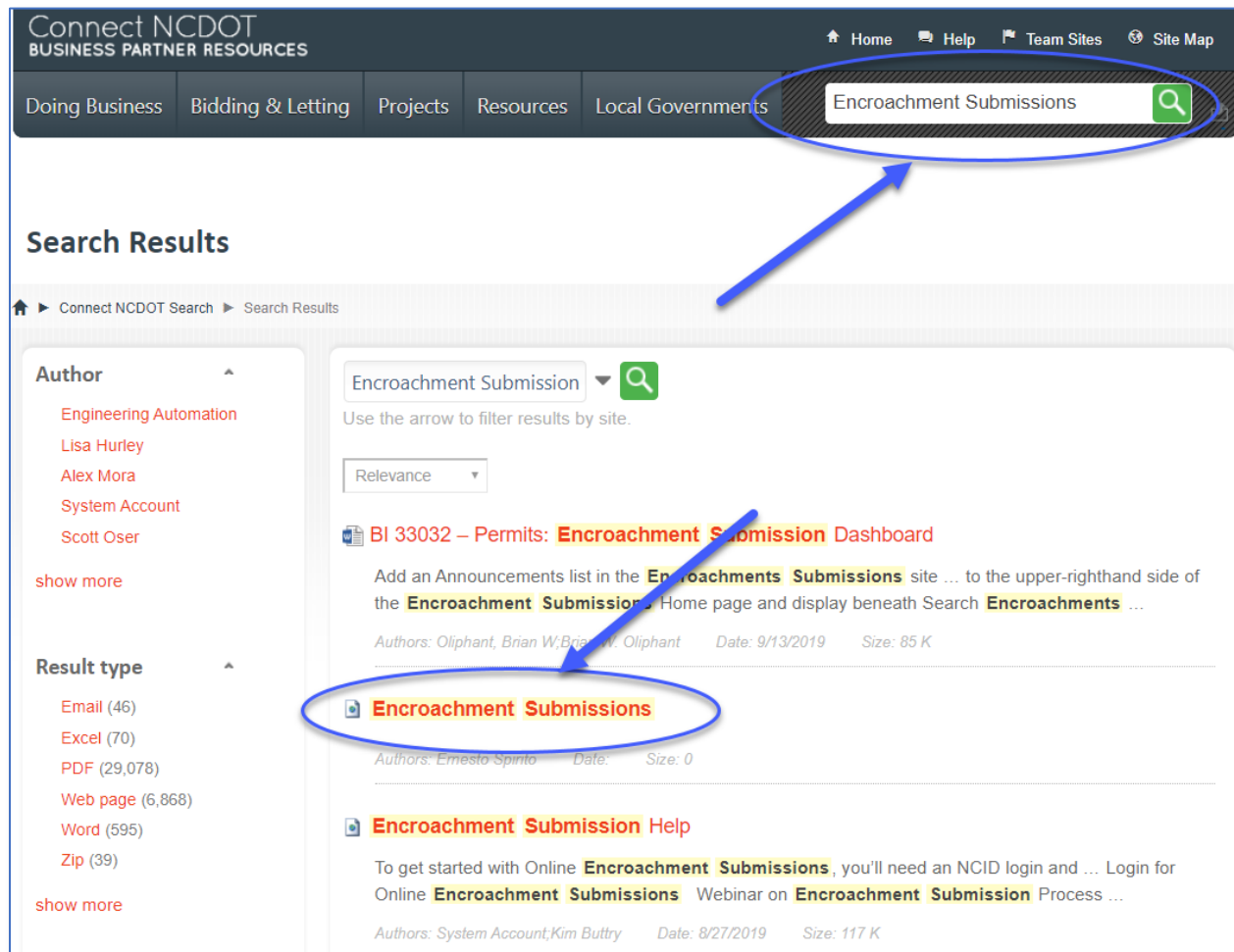
**Log in**

**Get Help** with access and site usage.

## NCDOT Encroachment Submissions User Guide

### Method 3

1. Enter **Encroachment Submissions** in the search bar on any Connect NCDOT page
2. Locate and select **Encroachment Submissions** in the list



# NCDOT Encroachment Submissions User Guide

## Submit a New Encroachment

To submit a new encroachment, do the following:

1. Select **Submit New Encroachment** (green button on right or click “Submit New Encroachment” on the left sidebar)

The screenshot displays the NCDOT Encroachment Submissions Dashboard. The top navigation bar includes links for Home, Help, Team Sites, and Site Map. The main content area is titled 'Encroachment Submissions Dashboard' and features a table of submissions. A green button labeled 'Submit New Encroachment' is circled in the top right corner. The left sidebar contains links for 'Submit New Encroachment', 'All Submissions - Before 1/1/2020', 'Manage Encroachments - After 1/1/2020', 'Help for Encroachment Submissions', 'Checklists & Guidelines', 'Reports', and 'District Files'.

Encroachment	Applicant	Date Submitted	Route	County
E031-067-19-00001	DOT	12/13/2019	SR1426	Onslow
E033-010-19-00002	DOT	12/16/2019	SR1144	Brunswick
E051-092-19-00002	DOT	04/18/2019	SR1200	Wake
E051-092-19-00003	DOT	06/24/2019	SR2131	Wake
E051-092-19-00004	DOT	06/24/2019	SR2131	Wake
E062-026-19-00001	DOT	12/17/2019	SR1437	Cumberland
E072-041-19-00001	DOT	12/16/2019	NC62,SR3549,SR3554	Gulford
E082-063-19-00001	DOT	05/01/2019	SR1200	Moore
E082-063-19-00002	DOT	05/01/2019	US15	Moore
E082-063-19-00003	DOT	05/01/2019	SR1200	Moore

2. Complete the input form. Fields denoted with an asterisk (\*) are required.
  - Project ID (*Submitter defined info*)
  - County\* (*in which the encroachment is located. An encroachment must be limited to only one county for proper routing to the correct District Engineer's office for processing*)
  - Agreement\* (*Specify appropriate encroachment agreement form to be submitted*)
  - Submitter (*the submitter's credential should automatically populate based on user access credentials*)
  - 2<sup>nd</sup> Party\* (*The owner or maintainer of the facility to be installed in NCDOT right of way*)
  - 3<sup>rd</sup> Party (*Optional based on form type. The second party becomes an intermediate owner/maintainer and generally will be the entity responsible for the construction. The third party is the eventual owner/maintainer of the installed facility*)
  - Routes\* (*Enter all applicable NCDOT routes affected by the installation (eg- US70, US401, NC50, SR1005, etc. Use SR0000 only for new installations located along roads which have not yet been assigned a number by NCDOT.*)
  - Local Road Name (*eg- Main Street, Glenwood Ave., etc.*)
  - Location\* (*brief description of location to assist in finding the location of the installation relative to other nearby highways or other common features*)
  - Contact Person\*
  - Contact Phone\*
  - Contact Email\*



## NCDOT Encroachment Submissions User Guide

- Notify Email (*Send a notification email to the email address specified when the application is returned, permit approved, permit denied, or permit withdrawn. Separate multiple email addresses with a semicolon*)
- Design Engineering Contact (*if different from the primary contact above*)
- Submitter Comments (*additional info as appropriate*)

Select a **County** from the dropdown list. The NCDOT Directory for Highway Divisions appears. Provided are the contacts for that specific Division in the event there are any questions.

The screenshot shows the 'New Encroachment Submission' form on the NCDOT website. The form is titled 'Encroachment Submissions · New Encroachment Submission'. It includes a sidebar on the left with links for 'Encroachment Submissions Home', 'Submit New Encroachment', 'Checklists & Guidelines', and 'Reports'. The main form area has the following fields:

- Project ID**: Enter applicant's identifier for this project, if available.
- County**: A dropdown menu showing 'Alamance' and 'Division 7 Contacts' (circled in blue).
- Agreement**: A dropdown menu labeled 'Select Agreement'.
- Submitter**: A field with a DOT logo.
- 2nd Party**: A search field labeled 'Search Applicant, Please read instructions below'.
- Routes**: A search field labeled 'Search Routes...'.

Below the Routes field, there is a note: 'Enter routes without spaces or dashes, e.g. SR1234 or US1. Enter SR0000 for missing or non-system routes.'

Select the desired **Agreement** from the dropdown list. If an **Agreement** of 16.6 or 16.6A (Three-Party Utility) is selected, an additional field labeled **3<sup>rd</sup> Party** is displayed.

**IMPORTANT: Work covered by an existing Blanket Encroachment (previously approved by the Utilities Unit), can be submitted and managed through this site. It is recommended that a copy of that blanket agreement is also submitted in the site as an easy reference for NCDOT reviewers for this proposed work to be done. Maps or drawings showing the location and extent of work to be done should be submitted within the Encroachment Submissions for approval by the District Engineer. A letter of concurrence (as a form of permission) from the District Engineer must be received by the utility before commencing the work for Blanket Encroachments involving trenching, plowed-in and Cable TV installations under blanket encroachments (Forms 16.3, 16.3A, and 16.4). A letter from the District Engineer is not required for utility service taps and aerial utility crossings and taps (Forms 16.5 and 16.5A)**

## NCDOT Encroachment Submissions User Guide

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Doing Business Bidding & Letting Projects Resources Municipalities

Search this site

### Encroachment Submissions · New Encroachment Submission

When construction or utility installation is proposed within the limits of NCDOT right-of-way, an encroachment agreement is required. Use this online form to submit a new encroachment agreement and include all needed forms and documentation. Read the [Utility Encroachment Agreement Form Requirements](#) before beginning.

Encroachment Submissions Home

- Submit New Encroachment
  - All Submissions - Before 1/1/2020
  - Manage Encroachments - After 1/1/2020
  - Help for Encroachment Submissions
- Checklists & Guidelines
  - Submittal Checklist
  - Pre-Submittal Meeting Guidelines
  - Performance and Indemnity Bonds
  - Encroachment Forms
  - Utilities Information and Resources
- Reports
  - Encroachment Aging
  - District Files

Project ID: Enter applicant's identifier for this project, if available

County: Alamance [Division 7 Contacts](#)

Agreement: 16.6 - Three-Party, Utility (Non-CIA)

Submitter: DOT

2nd Party: Search Applicant. Please read instructions below

Identify the party entering into agreement with NCDOT on a two party contract, the owner or maintainer of the facility. (For a three party contract, this field should identify the installer of the facility.)

3rd Party: Third Party (if applicable)

Routes: Search Routes...

Specify the Route(s) associated with this encroachment. When searching, enter the desired route or numeric identifier in the search bar without hyphens or spaces (e.g. I40, US64, NC8, SR2600, or 1234). The list of available routes within the county will be displayed. Select the desired route from the list. If multiple routes are involved, perform the search again and select from the list. To search for a specific route or roadway using ArcGIS, select the location button.

Routes

SR1002 X SR1003 X

Search Routes...

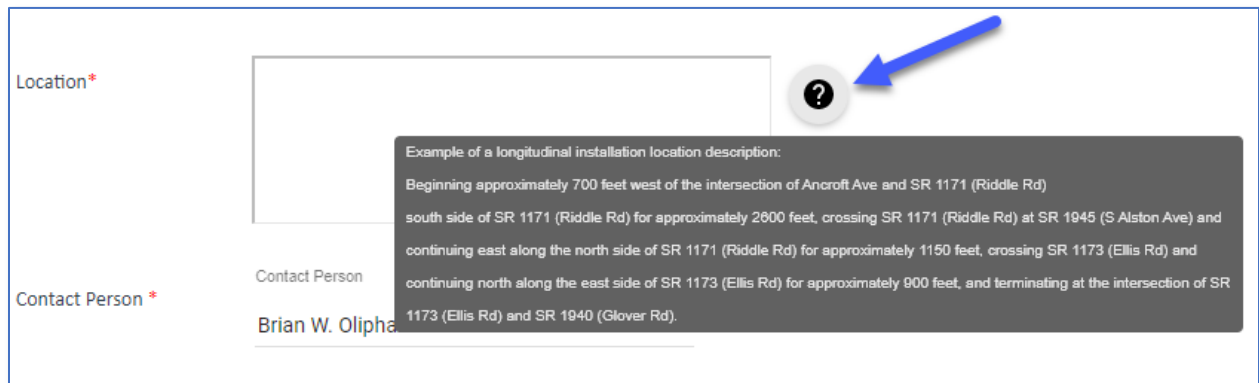
Enter routes without spaces or dashes, e.g. SR1234 or US1. Enter SR0000 for missing or non-system routes.

Save Share Print Directions Measure Bookmarks Alamance County, NC, USA Preacher Holmes Rd

New Map Brian

## NCDOT Encroachment Submissions User Guide

Enter the **Location** details as to where the installation will occur. Be descriptive as possible. To display an example of a location description hover over the question mark.



The screenshot shows a form with a "Location\*" field and a "Contact Person\*" field. A blue arrow points to a question mark icon next to the Location field. A tooltip is displayed over the question mark, providing an example of a longitudinal installation location description.

Location\*

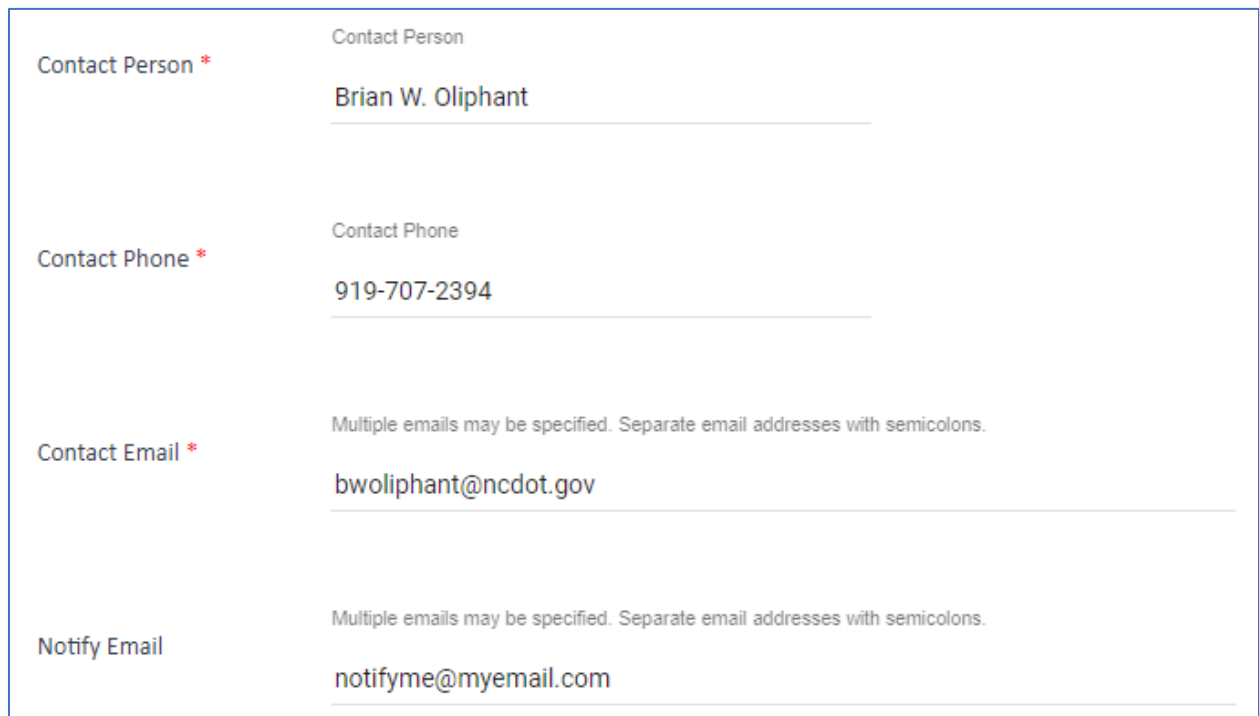
Example of a longitudinal installation location description:  
Beginning approximately 700 feet west of the intersection of Ancroft Ave and SR 1171 (Riddle Rd) south side of SR 1171 (Riddle Rd) for approximately 2800 feet, crossing SR 1171 (Riddle Rd) at SR 1945 (S Alston Ave) and continuing east along the north side of SR 1171 (Riddle Rd) for approximately 1150 feet, crossing SR 1173 (Ellis Rd) and continuing north along the east side of SR 1173 (Ellis Rd) for approximately 900 feet, and terminating at the intersection of SR 1173 (Ellis Rd) and SR 1940 (Glover Rd).

Contact Person\*

Brian W. Oliphant

The **Contact** section will prefill based on your NCID login credentials. The Contact Email and Contact Phone can be edited if desired. In the event another individual(s) would like to receive an email notification when the encroachment is approved, denied, or withdrawn, enter the email address(es) in the **Notify Email** field. Separate each email address with a semicolon.

**IMPORTANT:** Please verify that the email address(es) you are providing is accurate.



The screenshot shows the "Contact" section of the form, which includes fields for Contact Person, Contact Phone, Contact Email, and Notify Email. Each field is pre-filled with information.

Contact Person\*

Contact Person

Brian W. Oliphant

Contact Phone\*

Contact Phone

919-707-2394

Contact Email\*

Multiple emails may be specified. Separate email addresses with semicolons.

bwoliphant@ncdot.gov

Notify Email

Multiple emails may be specified. Separate email addresses with semicolons.

notifyme@myemail.com


Select the signature authorization check box indicating you are authorized to submit an encroachment on behalf of the 2<sup>nd</sup> Party to NCDOT.

☐ By checking this box you are certifying that you are authorized by the 2nd party on the attached encroachment agreement to submit encroachment requests on that party's behalf. You are also certifying that the individual who signed the attached encroachment agreement is authorized by the 2nd party on that agreement to sign encroachment requests on that party's behalf.

3. Select **Attach Documents** to continue. A panel will display that will allow you to attach all supporting documentation (e.g. Cover Letter, Signed Agreement (see instructions for properly submitted agreement form), Plans, engineering calculations, reports, etc.). Use the **Upload** option or drag-and-drop each file using Windows Explorer into the upload panel (red box). When all documentation has been attached, select **Finish** to continue.

## NCDOT Encroachment Submissions User Guide

E132-011-19-00014



**E132-011-19-00014**

Next Action

District

Permits Location

West side of SR-3121 (Pinner's Cove Rd)  
approximately 80 feet north on the  
intersection of SR-3121 and SR-3116  
(Mills Gap Rd)

2nd Party

SQF

Agreement

16.1 - Two-Party, Utility, Primary and  
Secondary Highways (Non-C/A)

Design Engineering Contact

Eric Anderson  
eanderson@tilsontech.com 610.657.6532

DOT Reviewers

New DOT Comments

View All Properties

Edit Properties

Please attach all supporting documentation (e.g. Signed Agreement, Plans) using Upload, or drag-and-drop each file from your desktop. When finished, select FINISH to return.

FINISH

+

New

↑

Upload


↻

Sync

More ▾

Naming Convention

Encroachment Submission Help

✓  Name

Modified By

Modified

Drag files here to upload

The following message is displayed indicating that the encroachment has been successfully submitted to the NCDOT District Office. Select **Close** to return to the Encroachment Submissions Home page.

Thank you

Encroachment successfully submitted! You should receive a confirmation Email with a link to your submission.

CLOSE

## NCDOT Encroachment Submissions User Guide

In addition, an email confirmation will be sent from NCDOT indicating that the encroachment has been successfully submitted for review to the NCDOT District Office. This email contains a link to the encroachment submission for future reference and/or correspondence with the NCDOT District Office.

Hello Brian W. Oliphant,

Your encroachment application has been received by the NCDOT. It will be reviewed in a timely manner. Please refer to [E062-026-19-00001](#) on future correspondence. If additional information is required, you will receive a separate notification.

If you have any questions or need further assistance, please contact the Division 06 – District 2 office at 910-364-0601.

Thank you

## Encroachment Submission Dashboard

Once an encroachment is submitted to NCDOT, the Applicant can determine the current status of an encroachment or view previously approved, denied, or withdrawn encroachments by selecting the respective tab on the Encroachment Submissions Dashboard. To view the details or documents associated with the Encroachment Submission, select the desired encroachment. Select the **All** tab to view a list of all encroachment submissions.

**Encroachment Submissions Dashboard**

Select a tab below to filter by current status for an Encroachment Submission. To view/edit an Encroachment Submission, highlight to select.

**NCDOT Review** Applicant Approved Denied Withdrawn All

Show 10 entries

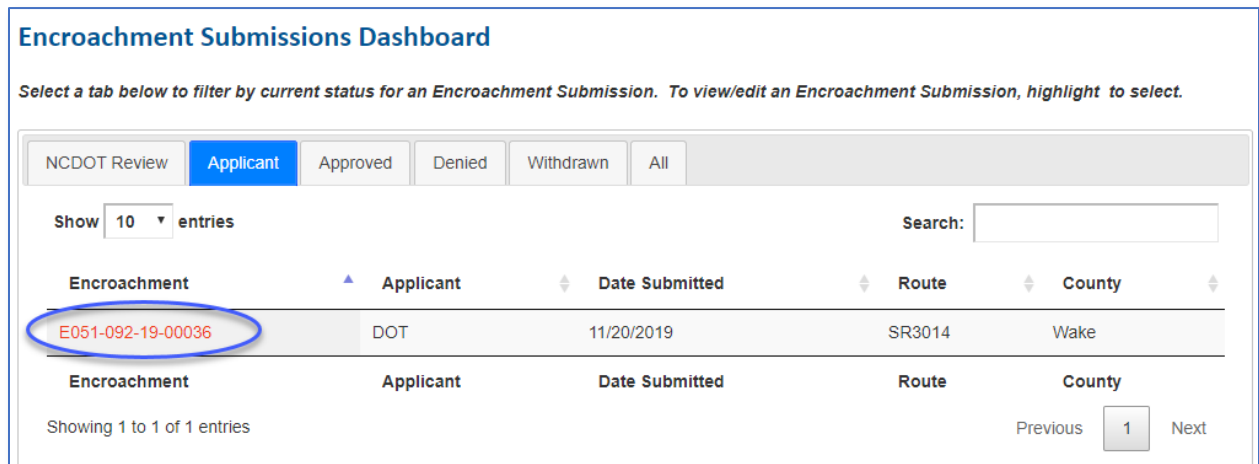
Encroachment	Applicant	Date Submitted	Route	County
E031-067-19-00001	DOT	12/13/2019	SR1426	Onslow
E033-010-19-00002	DOT	12/16/2019	SR1144	Brunswick
E051-092-19-00002	DOT	04/18/2019	SR1200	Wake
E051-092-19-00003	DOT	06/24/2019	SR2131	Wake
E051-092-19-00004	DOT	06/24/2019	SR2131	Wake
E062-026-19-00001	DOT	12/17/2019	SR1437	Cumberland
E072-041-19-00001	DOT	12/16/2019	NC62,SR3549,SR3554	Guilford
E082-052-19-00001	DOT	05/04/2019	SR1200	Mecklenburg

## NCDOT Encroachment Submissions User Guide

### Return to Applicant

Periodically, you as the Applicant may be asked to submit additional documentation (e.g. Signed agreement, Environmental Study, revised plans, etc.) to NCDOT because the initial submission is considered incomplete. To upload additional documentation, do the following:

1. Locate and select the encroachment on the Encroachment Submissions Dashboard ***Applicant*** tab.



**Encroachment Submissions Dashboard**

Select a tab below to filter by current status for an Encroachment Submission. To view/edit an Encroachment Submission, highlight to select.

NCDOT Review **Applicant** Approved Denied Withdrawn All

Show 10 entries Search:

Encroachment	Applicant	Date Submitted	Route	County
E051-092-19-00036	DOT	11/20/2019	SR3014	Wake

Showing 1 to 1 of 1 entries Previous 1 Next

Note the current status of the encroachment submission and any correspondence from NCDOT in the ***New DOT Comments*** field. If NCDOT has attached a document(s) for your review, it will be located under the Document(s) View section. To download the document, select the ellipsis (...) to the right of the document, select the ellipsis (...) again, and select Download.

## NCDOT Encroachment Submissions User Guide

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Encroachment Submissions · Encroachments · E051-092-19-00036

Encroachment Submissions Home

- Submit New Encroachment
- All Submissions - Before 1/1/2020
- Manage Encroachments - After 1/1/2020
- Help for Encroachment Submissions

Checklists & Guidelines

- Submittal Checklist
- Pre-Submittal Meeting Guidelines
- Performance and Indemnity Bonds
- Encroachment Forms
- Utilities Information and Resources

Reports

- Encroachment Aging
- District Files

E051-092-19-00036

Next Action: Applicant

Permits Location: Southwest of the Davis Drive Intersection

2nd Party: WithersRavenel

Agreement: 16.1B - Two-Party, Related to Road Construction

Design Engineering Contact: Dave Bartone, PE dbartone@withersravenel.com 919-469-3340

DOT Reviewers: Brian W. Oliphant ( 11/20/2019 8:21:39 AM ) Please submit a driveway application. Thanks ;

New DOT Comments

View All Properties  
Edit Properties

SEND BACK TO DOT

Document(s) View

Find a file

Name	Modified By	Modified
Alta Morrisville Plan Binder	Brian W. Oliphant	11/20/2019 8:15 AM

Drag files here to upload

2. Launch Windows Explorer and drag-and-drop each file into the Document(s) View (red box) area. Within a few seconds each file is uploaded to the Encroachment Submission.
3. To notify NCDOT that the requested document(s) has been uploaded to the Encroachment Submission and is subject to further review, select **Send Back to DOT** (blue button).
4. Enter a comment (optional) associated with the document(s) recently uploaded.

Are you sure you want to update the encroachment?

Put your comments below

The requested information has been attached. Thanks!

CANCEL SEND

5. Select **Send** to continue or **Cancel** to return.



## NCDOT Encroachment Submissions User Guide

### Edit - Encroachment Submission - Applicant

Information on the Encroachment Submission can be updated after the initial submission (e.g. Agreement, 2<sup>nd</sup> Party, Routes, Contact Phone, Contact Email, Notify Email). However, your role as the Applicant limits you to which tabs and fields can be updated. To update an encroachment submission, do the following:

1. Locate and select the encroachment on the Encroachment Submissions Dashboard **Applicant** tab.

The screenshot shows the 'Encroachment Submissions Dashboard' for the 'Applicant' role. The dashboard includes a sidebar with navigation links and a main content area with a table of submissions. The table has columns for Encroachment, Applicant, Date Submitted, Route, and County. One submission is listed with the ID E051-092-19-00036, which is circled in red. The dashboard also features a search bar and a filter tab for 'Applicant'.

**Encroachment Submissions Dashboard**

Select a tab below to filter by current status for an Encroachment Submission. To view/edit an Encroachment Submission, highlight to select.

Encroachment	Applicant	Date Submitted	Route	County
E051-092-19-00036	DOT	11/20/2019	SR3014	Wake

Showing 1 to 1 of 1 entries

2. Select **Edit Properties** on the Encroachment Submissions welcome page.

## NCDOT Encroachment Submissions User Guide

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Doing Business | Bidding & Letting | Projects | Resources | Municipalities

Encroachment Submissions > Encroachments > E051-092-19-00036

Connect NCDOT > Encroachment Submissions

**Encroachment Submissions Home**

- Submit New Encroachment
- All Submissions - Before 1/1/2020
- Manage Encroachments - After 1/1/2020
- Help for Encroachment Submissions

**Checklists & Guidelines**

- Submittal Checklist
- Pre-Submittal Meeting Guidelines
- Performance and Indemnity Bonds
- Encroachment Forms
- Utilities Information and Resources

**Reports**

- Encroachment Aging

**District Files**

**E051-092-19-00036**

Next Action: Applicant

Permits Location: Southwest of the Davis Drive intersection

2nd Party: WithersRavenel

Agreement: 16.1B - Two-Party, Related to Road Construction

Design Engineering Contact: Dave Bartone, PE dbartone@withersravenel.com 919-469-3340

DOT Reviewers:

New DOT Comment: Brian W. Oliphant ( 11/20/2019 8:21:39 AM ): Please submit a driveway application. Thanks ;

[View All Properties](#)

[Edit Properties](#)

[SEND BACK TO DOT](#)

[New](#) [Upload](#) [Sync](#) [More](#)

Find a file

Name	Modified By	Modified
Alta Morrisville Plan Binder	Brian W. Oliphant	11/20/2019 8:15 AM

- The **Edit Encroachment** page is displayed containing multiple tabs (e.g. Detail, Files, Contacts, Comments, Decision) that are available for view/update. The Detail tab is displayed by default.

Connect NCDOT  
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Encroachment Submissions > Edit Encroachment

Connect NCDOT > Encroachment Submissions > Edit Encroachment

**Encroachment Submissions Home**

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**Select the desired tab(s) to update and/or Next Action. When finished, select Save to continue.**

Encroachment ID: E051-092-19-00036

Submit Date: 11/20/2019

Next Action: Applicant

**DETAIL** | FILES | CONTACTS | BOND | MAP | COMMENTS | DECISION

Agreement: 16.1B - Two-Party, Related to Road Construction

2nd Party\*: WithersRavenel

Permits Location\*: Southwest of the Davis Drive intersection

## NCDOT Encroachment Submissions User Guide

When viewing/updating the encroachment submission, think about the task at hand. If multiple tabs need to be updated, you only need to save once. The table below lists the five (5) tabs available for view/update by the Applicant.

Tab	Task
Detail	View/Update specific details about the Encroachment Submission (e.g. Project ID, Agreement, 2 <sup>nd</sup> Party, Permits Location, Routes)
Files	View/Upload supporting documentation associated with the Encroachment Submission
Contacts	View/Update contact information (e.g. Contact Phone, Contact Email, Notify Email, Design Engineering Contact, DOT Reviewers)
Comments	View Submitter and NCDOT comment history
Decision	View the current decision for the Encroachment Submission. <i>Note: The Decision for an encroachment submission will be <b>Proposed</b> until approved, denied, or withdrawn by NCDOT.</i>

- When finished updating the desired tab(s), select **Save** to continue or **Cancel** to return.

### Edit - Encroachment Submission – NCDOT Employee

Information on the encroachment submission can be updated after the initial submission and during the Encroachment Submission review process (e.g. Agreement, 2<sup>nd</sup> Party, Routes). Your role as a NCDOT Employee allows you to update all tabs and assign the encroachment submission to another business unit (e.g. Central Utilities, Applicant). To update an encroachment submission, do the following:

- Locate and select **Manage Encroachments – After 1/5/2020** from the Encroachment Submissions Home page. For encroachments submitted prior to January 5, 2020, select **All submissions – Before 1/5/2020**. Use the guide below to determine when the encroachment was submitted to NCDOT.

The Encroachment ID, for example E001-001-19-00001, contains 4 key elements:

- Division/District Identifier
- County
- Year
- Sequentially Assigned Number

Locate the **Year** portion in the Encroachment ID. In the example shown, this encroachment was Submitted in 2019.

## NCDOT Encroachment Submissions User Guide

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Select a tab below to filter by current status for an Encroachment Submission. To view/edit an Encroachment Submission, click on the submission ID.

NCDOT Review Applicant Approved Denied Withdrawn All

Show 10 entries

Encroachment	Applicant	Date Submitted	Route
E011-037-19-00006	DOT	10/15/2019	NC37
E012-008-19-00006	DOT	10/01/2019	US13

- Use the search bar to locate a specific encroachment, or use the filters (e.g. County, Division, District, Next Action) to determine which encroachment submissions are assigned to your specific Division/District or business unit. A Relevance filter (e.g. Created Date, County, Submitter) can also be used to list encroachment submissions in ascending/descending sequence. In the example shown, a search by County, Division, District, and Next Action was used.

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Manage Encroachments

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Use the search bar and/or filters below to locate a specific encroachment. To view a list of encroachments awaiting your action, set Next Action to your specific business unit (e.g. District, Central Office). A Next Action set to None indicates that the encroachment submission has been approved, denied, or withdrawn.

Search Bar Filter Search Relevance Search

Search...

County Project ID Submitter 2nd Party Routes Division District Author Created AGE Next Action Decision

E122-002-19-00001	Alexander	Brian's Test #2	DOT	Balsam West FiberNet, LLC	SR1135 SR1120	12	2	Sunder R Altapum	8/12/2019	16.1C	None	Permit Approved
E122-002-19-00002	Alexander	Brian's Test #2	DOT	Verion	SR1002	12	2	Brian W. Oliphant	8/13/2019	16.1A	None	Permit Approved
E092-030-19-00002	Dave	Brian's Project #5	DOT	Dave County Public Utilities	SR1145 SR1160	09	2	Brian W. Oliphant	8/14/2019	16.1A	None	Permit Withdrawn
E122-002-19-00004	Alexander	Test Project #2	DOT	City of Kings Mountain	SR1005	12	2	Sunder R Altapum	8/15/2019	16.1A	None	Permit Approved
E132-011-19-00007	Buncombe	Test Project #2	DOT	Charter Communications	SR1102	13	2	Sunder R Altapum	8/20/2019	16.1A	None	Permit Approved
E051-092-19-00029	Wake	Test Project #1	DOT	Nova Trad Partners, LLC	SR1100	05	1	Brian W. Oliphant	8/21/2019	16.1	None	Permit Approved
E122-049-19-00025	Iredell	Test Project #2	DOT	Metrolina Builders, Inc.	SR1100	12	2	Brian W. Oliphant	8/21/2019	16.1	None	Permit Denied
E033-010-19-00004	Brunswick	Test Project #2	DOT	Brunswick County Public Utilities	SR1500	03	3	Brian W. Oliphant	8/21/2019	16.1A	None	Permit Approved
E033-065-19-00005	New Hanover	Test Project #4	DOT	New Hanover County	US421	03	3	Brian W. Oliphant	8/21/2019	16.6	None	Permit Approved
E043-051-19-00003	Johnston	N 585138 NC 42 DAMAGED FIBER	DOT	Carolina Telephone and Telegraph Inc.	NC42	04	3	Brian W. Oliphant	8/21/2019	16.1	None	Permit Denied
E141-088-19-00002	Transylvania	Sun	DOT	Brunswick County	SR1114	14	1	Sunder R Altapum	8/22/2019	16.1	None	Permit Approved
E111-003-19-00018	Allegheny	Test Project #2	DOT	BellSouth Telecommunications dba AT&T	SR1114	11	1	Sunder R Altapum	8/22/2019	16.1	None	Permit Approved
E111-003-19-00019	Allegheny	Test Project #2	DOT	William G. Carrel & Associates P.A.	SR0001	11	1	Sunder R Altapum	8/26/2019	16.1A	None	Permit Approved
E112-006-19-00005	Avery	Test Project #6	DOT	AT&T	SR1100	11	2	Brian W. Oliphant	8/26/2019	16.1	None	Permit Approved

## NCDOT Encroachment Submissions User Guide

3. Select the **Edit Me** icon to the left of the Encroachment ID (e.g. E001-001-19-12345).
4. The **Edit Encroachment** page is displayed containing multiple tabs (e.g. Detail, Files, Contacts, Bond, Comments, and Decision) that are available for view/update. The Detail tab is displayed by default.

The screenshot shows the 'Edit Encroachment' page in the NCDOT system. The page has a sidebar on the left with links like 'Submit New Encroachment', 'All Submissions - Before 1/1/2020', 'Manage Encroachments - After 1/1/2020', 'Help for Encroachment Submissions', 'Checklists & Guidelines', 'Submittal Checklist', 'Pre-Submittal Meeting Guidelines', 'Performance and Indemnity Bonds', 'Encroachment Forms', 'Utilities Information and Resources', 'Reports', 'Encroachment Aging', and 'District Files'. The main content area has a breadcrumb trail: 'Connect NCDOT > Encroachment Submissions > Edit Encroachment'. Below this, there's a section titled 'Encroachment Submissions Home' with a list of links. The main form area has a header with the text 'Select the desired tab(s) to update and/or Next Action. When finished, select Save to continue.' Below this, there are fields for 'Encroachment ID' (E051-092-19-00036), 'Submit Date' (11/20/2019), and 'Next Action' (a dropdown menu). A blue arrow points to the 'Next Action' dropdown. Below the 'Next Action' field, there's a tabbed interface with tabs for 'DETAIL', 'FILES', 'CONTACTS', 'BOND', 'MAP', 'COMMENTS', and 'DECISION'. The 'DETAIL' tab is currently selected. Below the tabs, there are fields for 'Agreement' (16.1B - Two-Party, Related to Road Construction), '2nd Party\*' (Search Applicant, Please read instructions below), and 'WithersRavenel'.

When viewing/updating the encroachment submission, think about the task at hand. If multiple tabs need to be updated, you only need to save once. The table below lists the six (6) tabs available for the NCDOT Employee.

Tab	Task
Detail	View/Update specific details about the Encroachment Submission (e.g. Project ID, Agreement, 2 <sup>nd</sup> Party, Permits Location, Routes, Utility Type, TIP Limits, Central Review)
Files	View/Upload supporting documentation associated with the Encroachment Submission
Contacts	View/Update contact information (e.g. Contact Phone, Contact Email, Notify Email, Design Engineering Contact, DOT Reviewers)
Bond	View/Update bond information (e.g. Bond Required, Bond Posted, Bond Amount)
Comments	View Submitter and NCDOT comment history and add DOT comments related to the Encroachment Submission.
Decision	View/Update the current decision for the Encroachment Submission. <i>Note: The Decision for an encroachment submission will be <b>Proposed</b> until approved, denied, or withdrawn.</i>  <b>IMPORTANT: When changing the Decision from Proposed to Permit Approved, Permit Denied, or Permit Withdrawn, you will be required to specify a date. Do not specify a date unless you are certain the permit has been approved, denied, or withdrawn.</b>

## NCDOT Encroachment Submissions User Guide

- When finished updating the desired tab(s), select **Save** to continue or **Cancel** to return.

### Edit - Routes

When an incorrect route has been specified or additional routes need to be added to an Encroachment Submission, do the following:

- Select **Edit Routes** on the Detail tab.

**Encroachment Submissions** > **Edit Encroachment**

Connect NCDOT > Encroachment Submissions > Edit Encroachment

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Select the desired tab(s) to update and/or Next Action. When finished, select Save to continue.

Encroachment ID: E051-092-19-00036      Submit Date: 11/20/2019

Next Action:      Applicant: ▼

**DETAIL**    FILES    CONTACTS    BOND    MAP

Agreement

Agreement

16.1B - Two-Party, Related to Road Construction ▼

2nd Party\*

Search Applicant, Please read instructions below

WithersRavenel

Identify the party entering into agreement with NCDOT on a two party contract; the owner or maintainer of the facility. (For the facility.)

Permits Location\*

Southwest of the Davis Drive intersection

Local Road Name

Morrisville Carpenter Rd

Routes

SR3014 ;

**Edit Routes**

## NCDOT Encroachment Submissions User Guide

2. Select the **Browse** icon.

ENCROACHMENTS - E051-092-19-00036

EDIT

Save Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

Routes SR3014:

Version: 4.0

Created at 11/20/2019 8:14 AM by ☐ Brian W. Oliphant

Last modified at 11/20/2019 8:21 AM by ☐ Brian W. Oliphant

Save Cancel

3. The list of available Routes is displayed, based on the county that is associated with the encroachment submission. Use the up/down arrows and scroll bar to locate the desired route. Highlight and select the route from the list, then **Select**. The selected route will prefill in the space provided.

SELECT : ROUTES

ECM-Routes

- WAKE
  - I
    - NC
      - SR
        - SR3014
        - SR3015
        - SR3016
        - SR3017
        - SR3018**
        - SR3019
        - SR3024
        - SR3025
        - SR3026
        - SR3027

Select >>

SR3014: SR3018:

OK Cancel

4. Select **OK** to continue or **Cancel** to return.
5. Select **Save** to continue or **Cancel** to return.

**IMPORTANT:** Updated Route information will not be displayed until the encroachment submission has been saved.

## NCDOT Encroachment Submissions User Guide

### Edit - View/Upload Documentation for an Encroachment Submission

To view and/or upload additional documentation for an encroachment submission during edit mode, do the following:

1. Select the **Files** tab.
2. To view a specific document, simply select the document from the list. To upload additional documentation for an encroachment submission, use one of the following methods:

#### Method 1

- Launch Windows Explorer
- Drag-and-drop the desired file into the rectangular box shown on the **Files** tab

#### Method 2

- Select **Click to Upload**
  - Windows Explorer will launch and display a list of folders/files. Select the desired file from the list.
  - Select **Open** to continue or **Cancel** to return.
3. Repeat Step 2 until all documentation has been uploaded. Select **Save** to continue or **Cancel** to return.

### Next Action

The **Next Action** field is vital to the Encroachment Submission review process, serving four (4) main functions:

1. Next Action indicates who is currently responsible for reviewing the Encroachment Submission.
2. Next Action is used to assign the Encroachment Submission to another business unit or Applicant.
3. Next Action is used to track duration and provide statistics on Encroachment Submissions.
4. Next Action is used to tailor personalized views and email alerts.

Action	Definition
Applicant	Applicable when the Encroachment Submission is considered incomplete. The Applicant is responsible for making the requested revisions or submitting additional information.
District	When an Encroachment Submission is initially submitted, the Next Action field is automatically set to District. This allows District Offices to distinguish between newly submit encroachments and those currently being reviewed.
District Review	Used when the Encroachment Submission is being reviewed by the District Office. This optional "Next Action" allows District Offices to distinguish between newly submitted (unprocessed) encroachments and those currently in process at the District office prior to the formal engineering review. Some District offices may not use this "Next Action" based on staffing and duties assigned to personnel.



## NCDOT Encroachment Submissions User Guide

District Signature	Used when the Encroachment Submission approval documents have been drafted and are awaiting signature at the District Office level.
Division Approver	Used when the Encroachment Submission is being reviewed by an individual at the Division level.
Division Utilities	Used when the Encroachment Submission is being reviewed by Division Utilities. This unit is separate from Central Utilities.
Central Utilities	Used when the Encroachment Submission is being reviewed by one of three specific Central Office Units: Utilities Encroachment Section, Lighting and Electrical, or Special Studies.
Central Utilities Signature	Used when the Encroachment Submission approval documents have been drafted and are awaiting signature at the Central Utilities level.
Special Studies	Applies to non-utility encroachments directed to the Special Studies Unit for review. This Unit will coordinate with other DOT Units (e.g. Geotechnical Engineering, Hydraulics, Traffic Management, Utilities Unit) as appropriate.
None	When an Encroachment Submission Decision is set to Permit Approved, Permit Denied, or Permit Withdrawn.

### IMPORTANT:

- The Next Action must be manually changed by NCDOT Employees. If NCDOT Employees are not diligent with updating the Next Action field, duration tracking statistics and email alerts will be inaccurate and/or not functional.
- There are three (3) exceptions where the Next Action field is updated automatically:
  - o When the Applicant initially submits the Encroachment Submission, the Next Action field is set to District. This enables the District Office to distinguish between new encroachments submissions and those currently under review.
  - o When the Applicant returns revised documentation and/or comments to NCDOT, the Next Action is automatically set to District Review. This occurs when the Applicant selects the *Send Back to DOT* button.
  - o When the Encroachment Submission is approved, denied, or withdrawn, the Next Action field is set to None.
- Applicants cannot change the Next Action field. Only NCDOT Employees can update the Next Action field.

To update the **Next Action** field, do the following:

1. Select **Manage Encroachments – After 1/5/2020** from the Encroachment Submissions Home page.
2. Filter for and select the desired encroachment to edit from the filtered view.

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### Encroachment Submissions Manage Encroachments

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Use the search bar and/or filters below to locate a specific encroachment. To view a list of encroachments awaiting your action, set Next Action to your specific business unit (e.g. District, Central Utilities). A Next Action set to None indicates that the encroachment submission has been approved, denied, or withdrawn.

Created Date(Asc)

Name	County	Project ID	Submitter	2nd Party	Routes	DIVISION	District	Created	AG#	Next Action	Decision
E111-086-19-00020	Surry		DOT	Town of Pilot Mountain	US52,SR1856	11	1	8/28/2019	16.2	Other Central Unit	Proposed
E072-041-19-00004	Guilford	GNB_JES_008	DOT	McMetro Access Transmission Services Corp.	NC150,SR2329,SR1001,SR2321,SR2490,SR173,SR4332,SR325,SR2331,SR4392,SR4325,SR4327,SR4300,SR4055,SR4901	07	2	8/28/2019	16.1	District Signature	Proposed
E141-045-19-00004	Henderson	Old Airport Phase 4 (SCT0531A)	DOT	ERC Broadband	SR1547	14	1	8/29/2019	16.1	District	Proposed
E103-090-19-00008	Union	003111 - TMO	DOT	Conterra Ultra Broadband, LLC	NC16	10	3	8/29/2019	16.1	District	Proposed
E102-060-19-00005	Mecklenburg	18219 - Apprentice Academy Wastewater Extension	DOT	Lambert's Cable Splicing, LLC	NC49,SR1138	10	2	8/29/2019	16.1	District	Proposed
E123-055-19-00003	Lincoln	Driveway Pipe Extension	DOT	Justin Harkey	SR1360	12	3	8/29/2019	16.1A	District	Proposed
E103-090-19-00009	Union	18219 - Apprentice Academy Wastewater Extension	DOT	SH Monroe, LLC	NC84	10	3	8/30/2019	16.6	District	Proposed

- The Next Action field can be updated on one of six (6) tabs available for NCDOT Employees. It is located on the header portion of the Encroachment Submission as shown below. Locate the **Next Action** field and select the desired business unit responsible for reviewing the Encroachment Submission. Select **Applicant** if the encroachment submission is considered incomplete and is being returned.

### Edit Encroachment

Edit Encroachment

Select the desired tab(s) to update and/or Next Action. When finished, select Save to continue.

Encroachment ID: E102-060-19-00005 Submit Date: 08/29/2019

Next Action: District

DETAIL	FILES	CONTACTS	BOND	MAP	COMMENTS	DECISION
<p>Agreement</p> <p>16.1 - Two-Party, Utility, Primary and Secondary Highways (Non-C/A)</p> <p>2nd Party*</p> <p>Lambert's Cable Splicing, LLC</p> <p>Identify the party entering into agreement with NCDOT on a two party contract; the owner or maintainer of the facility. (For a three party contract, this field should identify the installer of the facility.)</p> <p>Permits Location*</p> <p>Beginning at a hand hole on the southwest side of W. Arrowood Road (SR-1138) approximately 100' southwest of Bramblewood Drive, then northwest along the southwest side of W. Arrowood 1,675' to the east side of S. Tryon (NC-49), then southwest along the southeast side of S. Tryon 81' to a hand hole, then northwest 119' crossing S. Tryon, then south along the west side of 1,871 to a hand hole on</p>						

- Select **Save** to continue or **Cancel** to return.

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### Decision

The **Decision** field is used to indicate the current status of an Encroachment Submission. Below are the four (4) possible decisions for an Encroachment:

Decision	Definition
Proposed	When an Encroachment Submission is initially submitted, the Next Action field is automatically set to Proposed. The encroachment remains in a Proposed state until approved, denied, or withdrawn.
Permit Approved	Applicable when the Encroachment Submission review has been finalized and approved by the District Office or Central Utilities.
Permit Denied	Applicable when the Encroachment Submission review has been denied by the District Office or Central Utilities.
Permit Withdrawn	Applicable when the Encroachment Submission is withdrawn from further consideration by the Applicant before final approval/denial.

**IMPORTANT:** When a final decision has been made, an *Approval/Denial/Withdrawn Date* will be required. If a date is selected, this will prevent future updates to the Next Action and Decision fields.

## NCDOT Encroachment Submissions User Guide

### Sample Emails Sent to the Applicant

Below are examples of emails the Applicant will receive at various stages of the Encroachment Submission review process:

#### **Proposed** – Initial Encroachment Submission

Hello Brian W. Oliphant,

Your encroachment application has been received by the NCDOT. It will be reviewed in a timely manner. Please refer to [E062-026-19-00001](#) on future correspondence. If additional information is required, you will receive a separate notification.

If you have any questions or need further assistance, please contact the Division 06 – District 2 office at 910-364-0601.

Thank you

#### **Applicant** - Encroachment Submission is returned to the Applicant

Hello Brian W. Oliphant,

Encroachment IS [E103-090-19-00008](#) has been reviewed by the NCDOT and is considered incomplete. Please review the DOT comments section for further details.

If you have any questions or need further assistance, please contact the Division 10 – District 3 office at 704-218-5125.

Thank you

#### **Special Studies** – Encroachment Submission is assigned to the Special Studies Unit

Hello,

Encroachment ID [E011-027-20-00003](#) has been assigned to the Special Studies Unit for review. Please coordinate with the internal NCDOT Units for respective comments before returning to the District Office or Central Unit.

If you have any questions or need further assistance, please contact the Division 01 – District 1 office at 252-331-4737.

Thank you

## NCDOT Encroachment Submissions User Guide

### **Permit Approved** – Final approval by NCDOT

Hello Brian W. Oliphant,

The plans and accompanying documents associated with Encroachment Request [E072-041-19-00006](#) are acceptable. Executed encroachment agreements, permitting letters, final plans and associated documents are accessible through the [NCDOT Online Encroachment Application](#). This agreement and permitting documentation must be kept on site at all times and contains important provisions that will govern work. No work should be performed within NCDOT right of way without these documents on site. The District Office has the right to stop work if provisions are violated.

If you have any questions or need further assistance, please contact the Division 07 – District 2 office at 336-487-0100.

Thank you

### **Permit Denied** - Encroachment Submission is being denied

Hello Brian W. Oliphant,

Encroachment Request [E113-097-19-00003](#) has been denied. All associated documentation is available through the [NCDOT Online Encroachment Application](#).

If you have any questions or need further assistance, please contact the Division 11 – District 3 office at 336-679-2242.

Thank you

### **Permit Withdrawn** – The encroachment submission should no longer be considered

Hello Brian W. Oliphant,

Encroachment Request [E051-092-19-00028](#) has been withdrawn and will no longer be reviewed by NCDOT. All associated documentation is available through the [NCDOT Online Encroachment Application](#).

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If you have any questions or need further assistance, please contact the Division 05 – District 1 office at 919-733-3213.

Thank you

# NCDOT Encroachment Submissions User Guide

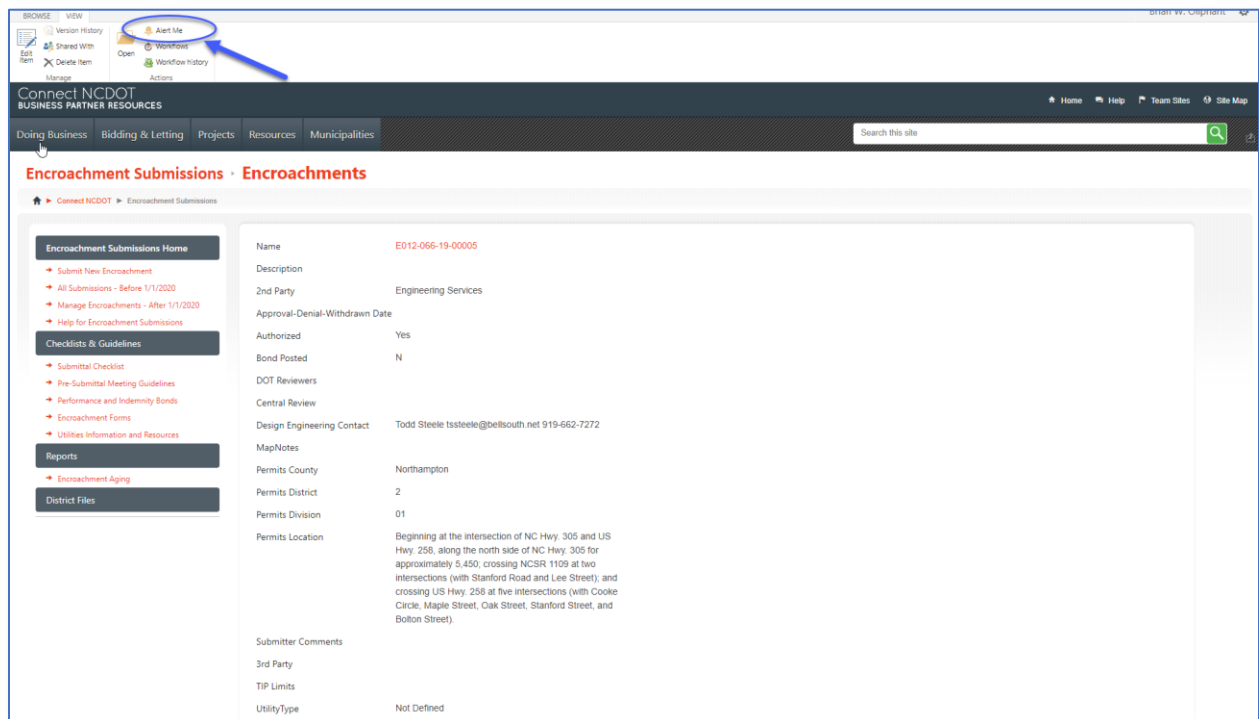
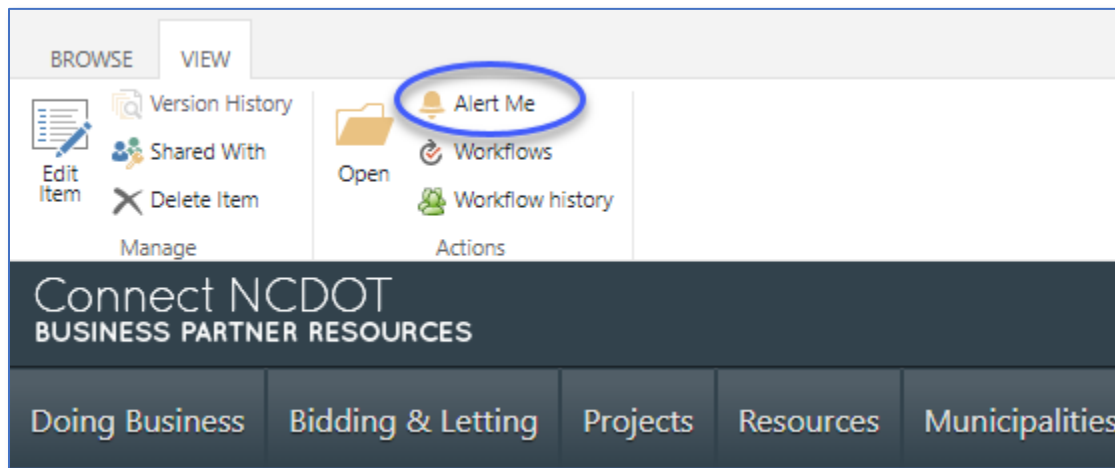
## Email Alert Notifications

An alert sends an email notification when changes are made to a page, library, document set, or file.

## Setting an Alert on the Encroachment Submission Dashboard - Applicant

As an applicant, you can receive an email notification when changes are made to an individual encroachment. To set an alert do the following:

1. Locate the desired encroachment on the Encroachment Submissions Dashboard.
2. Select **View All Properties**.
3. Select **Alert Me** in the upper-left hand corner of the display.



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4. By default, your email address will be listed in the **Send Alerts To** field. If other individuals would like to be notified of changes, enter the emails address separating each with a semicolon (;).
5. Select the desired **Delivery Method** (e.g. Email, Text Message).
6. Select the desired **Change Type** (e.g. All changes, New items, Existing items, Deleted items).
7. Select the desired **Send Alerts for These Changes** (e.g. Anything changes, Someone else changes a document).
8. Select the desired frequency for **When to Send Alerts** (e.g. Immediately, Daily, Weekly). If a frequency of daily or weekly is selected, specify the desired time when you would like for the notification to be sent.

The screenshot shows a web form for configuring alerts. It is divided into several sections with labels and instructions on the left, and input fields on the right.

- Alert Title:** A text box containing "Encroachments: E011-037-19-00006".
- Send Alerts To:** A text box containing "Brian W. Oliphant x".
- Delivery Method:** Radio buttons for "E-mail" (selected, with "bwoilphant@ncdot.gov" next to it), "Text Message (SMS)", and a checkbox for "Send URL in text message (SMS)".
- Change Type:** Radio buttons for "All changes" (selected), "New items are added", "Existing items are modified", and "Items are deleted".
- Send Alerts for These Changes:** Radio buttons for "Anything changes" (selected), "Someone else changes a document", "Someone else changes a document created by me", and "Someone else changes a document last modified by me".
- When to Send Alerts:** Radio buttons for "Send notification immediately" (selected), "Send a daily summary", and "Send a weekly summary". Below these is a "Time:" section with two dropdown menus showing "Monday" and "9:00 AM".

At the bottom right, there are two buttons: a green "OK" button and a grey "Cancel" button.

9. Select **OK** to create the alert or **Cancel** to return. If you elected to create the alert, an email notification will be received indicating that an alert has been created for the encroachment submission.

# NCDOT Encroachment Submissions User Guide

## Setting an Alert for an Encroachment Submission – NCDOT Employee

NCDOT Employees can set an alert to receive email notifications when changes are made to an individual encroachment (e.g. Additional documentation uploaded). To set an alert, do the following:

1. Select **Manage Encroachments – After 1/5/2020** from the Encroachment Submissions Home page.
2. Locate the **Alert Me** (bell) icon to the right of the Encroachment ID. Click to select.

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Home Help Team Sites Site Map

Doing Business Bidding & Letting Projects Resources Municipalities

Encroachment Submissions Manage Encroachments

Connect NCDOT Encroachment Submissions Manage Encroachments

Encroachment Submissions Home

- Submit New Encroachment
- All Submissions - Before 1/1/2020
- Manage Encroachments - After 1/1/2020**
- Help for Encroachment Submissions

Checklists & Guidelines

- Submittal Checklist
- Pre-Submittal Meeting Guidelines
- Performance and Indemnity Bonds
- Encroachment Forms
- Utilities Information and Resources

Reports

- Encroachment Aging

District Files

Use the search bar and/or filters below to locate a specific encroachment. To view a list of encroachments awaiting your action, set Next Action to your specific business unit (e.g. District, Central Utilities). A Next Action set to None indicates that the encroachment submission has been approved, denied, or withdrawn.

Search...

Created Date(Asc)

Name	County	Project ID	Submitter	2nd Party	Routes	Division	District	Author	Created	AG#	Next Action	Decision
E122-002-19-00021	Alexander		DOT	Balsam West FiberNet, LLC	SR1135;SR1120	12	2	Surender R. Attapuram	8/12/2019	16.1C	None	Permit Approved
E122-002-19-00022	Alexander	Brian's Test #2	DOT	Verizon	SR1002	12	2	Brian W. Oliphant	8/13/2019	16.1A	None	Permit Approved
E092-030-19-00002	Davie	Brian's Project #5	DOT	Davie County Public Utilities	SR1145;SR1160	09	2	Brian W. Oliphant	8/14/2019	16.1A	None	Permit Withdrawn
E122-002-19-00024	Alexander		DOT	City of Kings Mountain	SR1005	12	2	Surender R. Attapuram	8/15/2019	16.1A	None	Permit Approved
E132-011-19-00007	Buncombe		DOT	Charter Communications	SR1102	13	2	Surender R. Attapuram	8/20/2019	16.1A	None	Permit Approved
E051-092-19-00020	Wake	Test Project #4	DOT	Nova Triad Partners, LLC	SR1100	05	1	Brian W. Oliphant	8/21/2019	16.1	None	Permit Approved

3. By default, your email address will be listed in the **Send Alerts To** field. If other individuals would like to be notified of changes, enter the emails address separating each with a semicolon (;).
4. Select the desired **Delivery Method** (e.g. Email, Text Message).
5. Select the desired **Change Type** (e.g. All changes, New items, Existing items, Deleted items).
6. Select the desired **Send Alerts for These Changes** (e.g. Anything changes, Someone else changes a document).
7. Select the desired frequency for **When to Send Alerts** (e.g. Immediately, Daily, Weekly). If a frequency of daily or weekly is selected, specify the desired time when you would like for the notification to be sent.



## NCDOT Encroachment Submissions User Guide

The screenshot displays a web form for creating an alert. The form is organized into two columns. The left column contains sections for 'Alert Title', 'Send Alerts To', 'Delivery Method', 'Change Type', 'Send Alerts for These Changes', and 'When to Send Alerts'. The right column contains sections for 'Users', 'Send me alerts by:', 'Only send me alerts when:', 'Send me an alert when:', and 'Time:'. The 'Alert Title' field is populated with 'Encroachments: E011-037-19-00006'. The 'Users' field is populated with 'Brian W. Oliphant x'. The 'Send me alerts by:' section has 'E-mail' selected with the email address 'bwoliphant@ncdot.gov'. The 'Only send me alerts when:' section has 'All changes' selected. The 'Send me an alert when:' section has 'Anything changes' selected. The 'When to Send Alerts' section has 'Send notification immediately' selected. The 'Time:' section shows 'Monday' and '9:00 AM'. At the bottom right, there are two buttons: 'OK' (green) and 'Cancel' (grey).

**Alert Title**  
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

**Send Alerts To**  
You can enter user names or e-mail addresses. Separate them with semicolons.

**Delivery Method**  
Specify how you want the alerts delivered.

**Change Type**  
Specify the type of changes that you want to be alerted to.

**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

**Users:**

**Send me alerts by:**

- ☒ E-mail
- ☐ Text Message (SMS)
- ☐ Send URL in text message (SMS)

**Only send me alerts when:**

- ☒ All changes
- ☐ New items are added
- ☐ Existing items are modified
- ☐ Items are deleted

**Send me an alert when:**

- ☒ Anything changes
- ☐ Someone else changes a document
- ☐ Someone else changes a document created by me
- ☐ Someone else changes a document last modified by me

**Time:**

**OK** **Cancel**

8. Select **OK** to create the alert or **Cancel** to return. If you elected to create the alert, an email notification will be received indicating that an alert has been created for the encroachment submission.

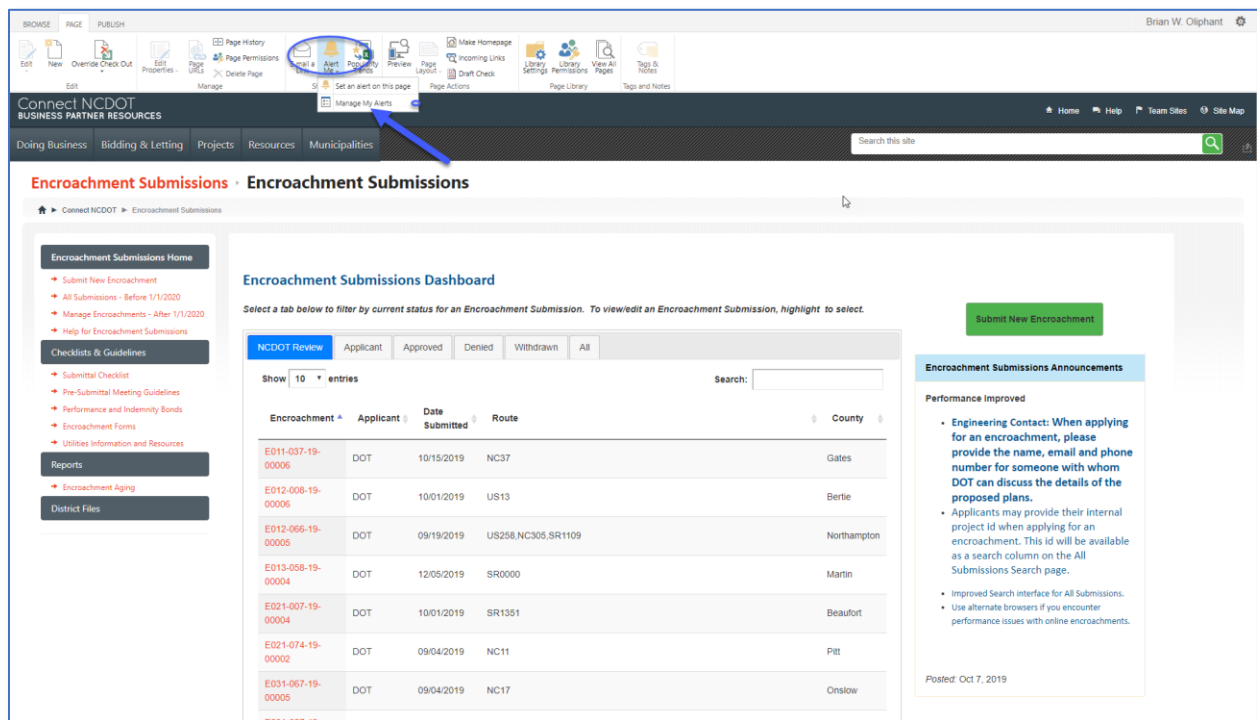
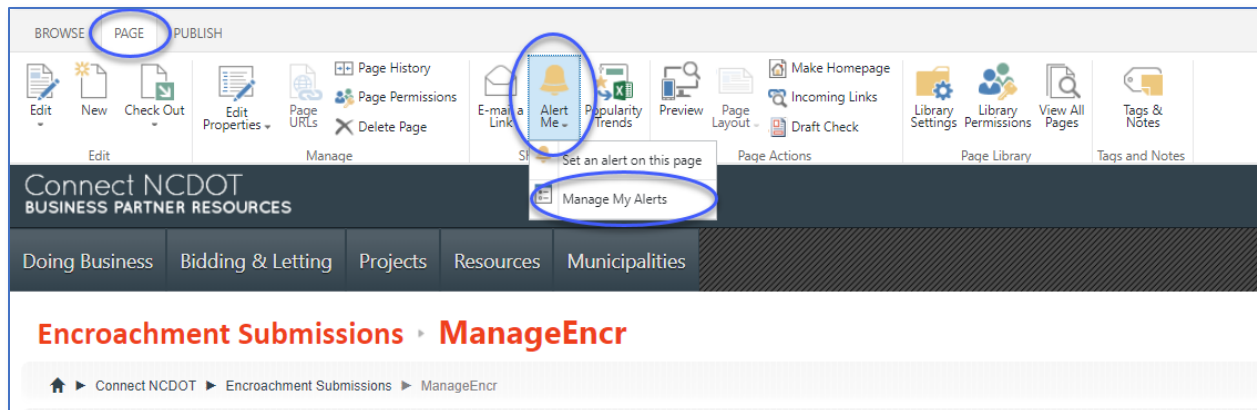
### Removing an Alert on an Encroachment

If you no longer want to receive email or text notifications when an encroachment submission changes, do the following:

1. Access the **Encroachment Submissions Home** page
2. Select **Page** in the top-left corner.

## NCDOT Encroachment Submissions User Guide

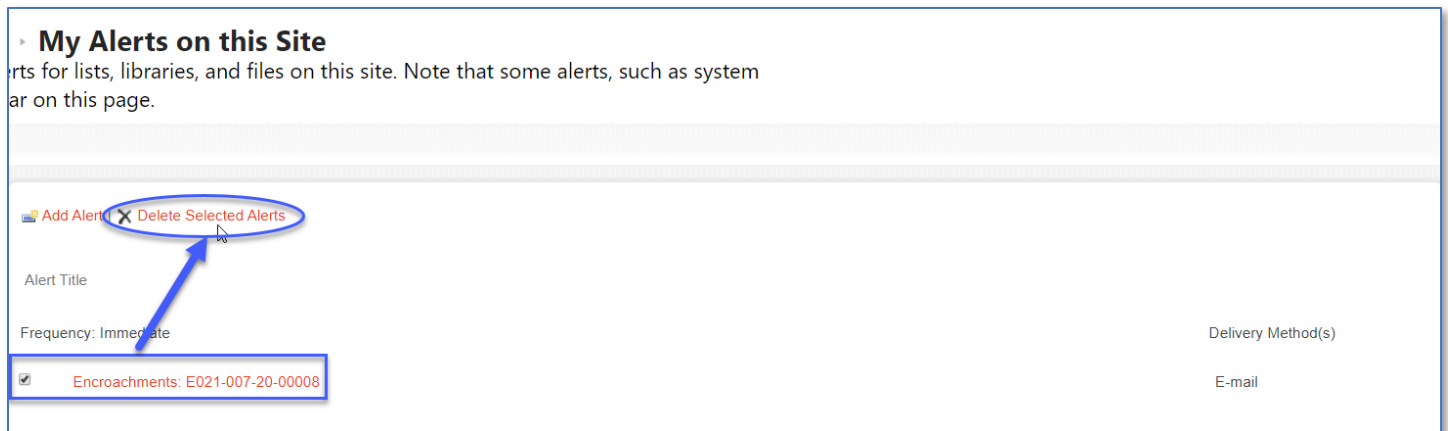
3. Locate **Alert Me** on the ribbon and select **Manage My Alerts**



4. Locate the alert that has been set for the encroachment submission. Click to select.

## NCDOT Encroachment Submissions User Guide

### 5. Select **Delete Selected Alerts**



My Alerts on this Site

Alerts for lists, libraries, and files on this site. Note that some alerts, such as system alerts, are not visible on this page.

[Add Alert](#) [Delete Selected Alerts](#)

Alert Title	Frequency: Immediate	Delivery Method(s)
<input checked="" type="checkbox"/> Encroachments: E021-007-20-00008		E-mail

6. Confirm the deletion by selecting **OK** to continue. Otherwise, select **Cancel** to return and not delete the alert.

### Encroachment Submission Review Process: Approval by District Office

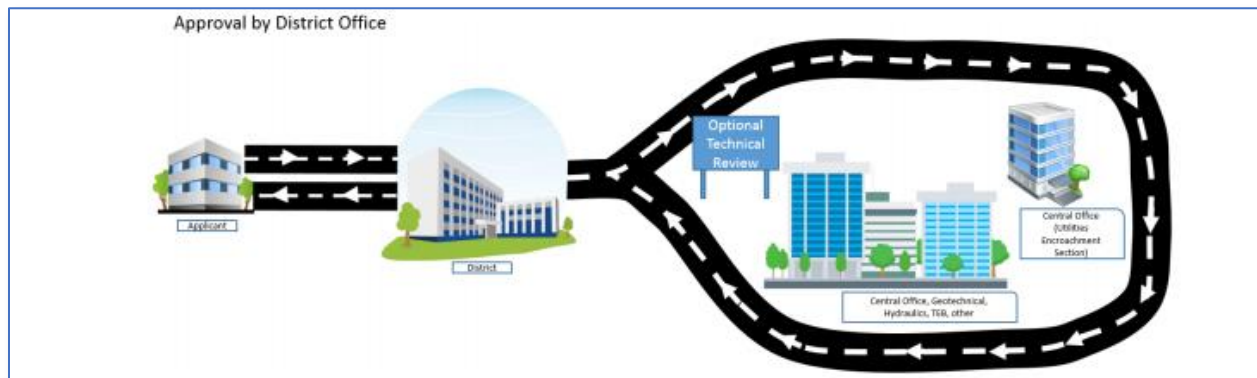
This process applies to encroachment submission requests being approved at the District/Division Office level. The process for encroachment submissions being approved at the Central Office level is detailed later in this manual.

1. Submittal
  - The Applicant submits an Encroachment Submission to NCDOT through the Encroachment Submissions site. Refer to the Submit a New Encroachment section in this manual. Next Action is set to **District** and Decision is set to **Proposed** automatically.
2. Encroachment Submission Review
  - The District Office will review the Encroachment Submission for completeness and accuracy. If the documents are insufficient, move to the Incomplete Encroachment Submission process. If the documents are complete, the Encroachment Submission moves to Step 3.

#### Incomplete Encroachment Submission

- a. The District/Division Office will add comments/guidance on changes (additional documents if necessary) to the Encroachment Submission and change Next Action to **Applicant**. When this occurs, an email will be sent to the Applicant notifying them that the Encroachment Submission is incomplete.
- b. The Applicant will review the New DOT Comments and add any revised documentation to the Encroachment Submission as needed.
- c. The Applicant will submit the revised documentation using the **Send Back to DOT** button on the Encroachment Submission welcome page. This will automatically set the Next Action to **District Review** and notify the District Office via email if an alert was set on the Encroachment Submission.

- d. Several iterations between the Applicant and NCDOT may occur until the Encroachment Submission is complete. In some cases, the Applicant may be required to visit the District Office to finalize the Encroachment Submission.



### 3. Technical Review

- District Office reviews the Encroachment Submission for compliance with NCDOT standards and specifications. Next Action is changed by the **District Office** to indicate that the encroachment is currently under review.
  - If all plans and documents are deemed acceptable, move to Step 4 **Permit Approved/Denied/Withdrawn**.
  - If the encroachment plans and/or documents require revision, move to the Resubmittal process.
  - If an optional technical review by Central Utilities (e.g. Utilities Encroachments Section, Lighting and Electrical, Special Studies) or Special Studies (e.g. Geotechnical Engineering, Hydraulics, etc.) is required, move to Optional Technical Review process.

#### Optional Technical Review

- a. Optional Technical Review by Central Office (Utilities Encroachments Section, Lighting and Electrical, or Special Studies)
- b. District Office Reviewer should add comments and documents for Central Office Reviewer's use.
- c. District Office Employee must change Next Action to **Central Utilities**. This updates the duration tracking and assigns the Encroachment Submission to the Central Utilities business unit for review.
- d. When the Central Utilities review is complete, the Central Office Reviewer must add comments/documents to the Encroachment Submission (if applicable) and change Next Action to **Central Utilities Signature**.
- e. If the encroachment plans and/or documents require revision, move to the Resubmittal step. If all plans and documents are deemed complete, move to Step 4 Permit Approved/Denied/Withdrawn.

### **Optional Technical Review by Special Studies**

- a. Optional Technical Review by Special Studies typically involving multiple units in Raleigh (e.g. Geotechnical Engineering, Hydraulics, Transportation Mobility & Safety, etc.)
- b. District Office Reviewer must add comments and documents for the submitter's awareness.
- c. District Office Reviewer must change Next Action to ***Special Studies***. A notification email will be sent to the Special Studies Unit.
- d. When the Special Studies Unit review is complete, the Special Studies Reviewer must add comments/documents to the Encroachment Submission (if applicable) and change Next Action to ***District Review***.
- e. The District Office continues with the Encroachment Submission review. If the encroachment plans and/or documents require revision, move to the Resubmittal step. If all plans and documents are deemed complete, move to Step 4 Permit Approved/Denied/Withdrawn.

### **Resubmittal**

- a. District Office Reviewer must change Next Action to ***Applicant***.
- b. The Applicant reviews the New DOT Comments and/or documentation and makes the necessary revisions.
- c. The Applicant will return the revised documents to the District Office using the Send Back to DOT button. The Applicant will submit the revised documentation using the ***Send Back to DOT*** button on the Encroachment Submission welcome page. This will automatically set the Next Action to ***District Review*** and notify the District Office via email if an alert was set on the Encroachment Submission.
- d. Several iterations between the Applicant and NCDOT may occur until the Encroachment Submission is complete. In some cases, the Applicant may be required to visit the District Office to finalize the Encroachment Submission.

#### 4. Permit Approved/Denied/Withdrawn

- The Reviewer adds signed Approved/Denied/Withdrawn documents, properly executed encroachment agreements and final plans to the Encroachment Submission as a **single** document. Any document(s) that are not considered part of the Encroachment Submission can be deleted.
- The Reviewer updates the Decision tab on the Encroachment Submission by selecting the appropriate ***Decision*** (e.g. Proposed to Permit Approved, Permit Denied, or Permit Withdrawn) and ***Approval/Denial/Withdrawn Date***. Next Action is automatically set to ***None*** and the Decision field is locked from future updates.
- An automatic email notification is sent to the Contact Email and Notify Email address(es) specified on the Encroachment Submission.

**IMPORTANT: Applicants with NCIDs can retrieve approval documents from the Encroachment Submissions site. Applicants without NCIDs must be emailed (or other arrangements made for delivery) the approval documents by the NCDOT Reviewer.**

## NCDOT Encroachment Submissions User Guide

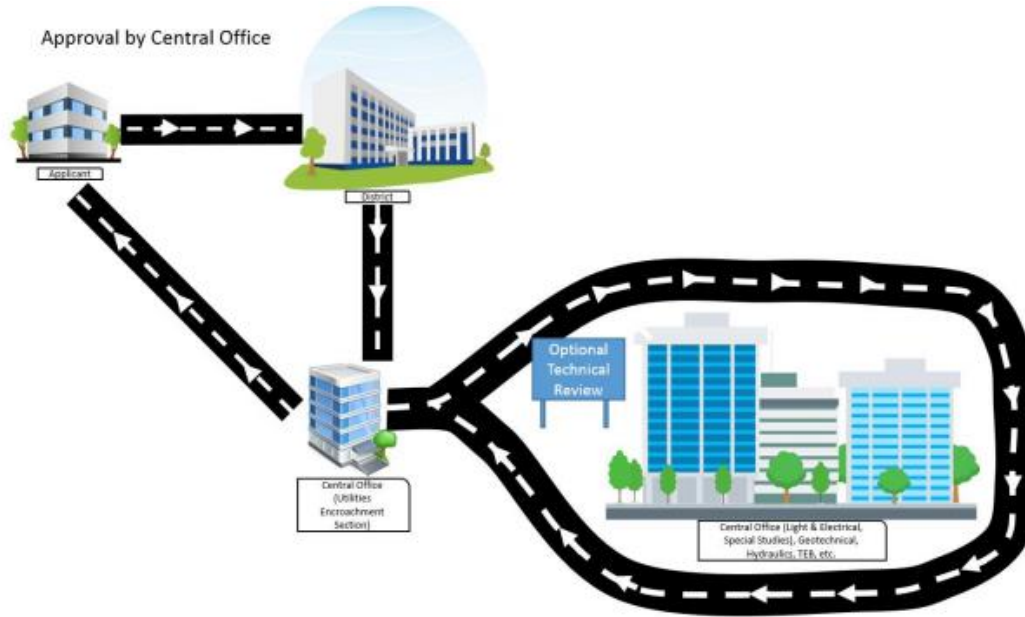
### Encroachment Submission Review Process: Approval by Central Utilities

This process applies to encroachment submission requests being approved at the Central Utilities level. The process for encroachment submissions being approved at the District/Division Office level is detailed earlier in this manual.

1. Submittal
  - The Applicant submits an Encroachment Submission to NCDOT through the Encroachment Submissions site. Refer to the Submit a New Encroachment section in this manual. Next Action is set to **District** and Decision is set to **Proposed** automatically.
2. Encroachment Submission Review
  - The District Office will review the Encroachment Submission for completeness and accuracy. If the documents are insufficient, move to the Incomplete Encroachment Submission process. If the documents are complete, the Encroachment Submission moves to Step 3.

#### Incomplete Encroachment Submission

- a. The District/Division Office will add comments/guidance on changes (additional documents if necessary) to the Encroachment Submission and change Next Action to **Applicant**. When this occurs, an email will be sent to the Applicant notifying them that the Encroachment Submission is incomplete.
- b. The Applicant will review the New DOT Comments and add any revised documentation to the Encroachment Submission as needed.
- c. The Applicant will submit the revised documentation using the **Send Back to DOT** button on the Encroachment Submission welcome page. This will automatically set the Next Action to **District Review** and notify the District Office via email if an alert was set on the Encroachment Submission.
- d. Several iterations between the Applicant and NCDOT may occur until the Encroachment Submission is complete. In some cases, the Applicant may be required to visit the District Office to finalize the Encroachment Submission.



### 3. Technical Review

- District Office reviews the Encroachment Submission. The District Office will update Next Action to ***District Review*** to indicate the encroachment is currently under review. If the District Office determines that Central Utilities should handle approval, the District Office will update Next Action to ***Central Utilities*** which assigns approval responsibility for the Encroachment Submission to this business unit.
- Central Utilities-Encroachments Office reviews the Encroachment Submission for compliance with NCDOT standards and specifications.
  - If all plans and documents are deemed acceptable, move to Step 4 ***Permit Approved/Denied/Withdrawn***.
  - If the encroachment plans and/or documents require revision, move to the Resubmittal process.
  - If an optional technical review by Central Utilities (e.g. Utilities Encroachments Section, Lighting and Electrical, Special Studies) or Special Studies (e.g. Geotechnical Engineering, Hydraulics, etc.) is required, move to Optional Technical Review process.

#### **Optional Technical Review**

- a. Optional Technical Review by Central Utilities (e.g. Utilities Encroachments Section, Lighting and Electrical, Structure Design, Geotechnical, Special Studies, etc.)
- b. Central Utilities Reviewer can add comments and documents to the Encroachment Submission (if applicable).
- c. If the encroachment plans and/or documents require revision, move to the Resubmittal process. If all plans and documents are deemed complete, move to Step 4 Permit Approved/Denied/Withdrawn.

### **Optional Technical Review by Special Studies**

- a. Optional Technical Review by Special Studies (e.g. Geotechnical Engineering, Hydraulics, etc.)
- b. Central Utilities Reviewer must add comments and documents for Special Studies Reviewer's use to the Encroachment Submission.
- c. Central Utilities Reviewer must change Next Action to **Special Studies**. An email notification is sent to the Special Studies Unit.
- d. When the Special Studies Unit review is complete, the Special Studies Reviewer must add comments/documents to the Encroachment Submission (if applicable) and change Next Action to **Central Utilities**.
- e. Central Utilities continues with the Encroachment Submission review. If the encroachment plans and/or documents require revision, move to the Resubmittal step. If all plans and documents are deemed complete, move to Step 4 Permit Approved/Denied/Withdrawn.

### **Resubmittal**

- a. Repeat the Technical Review process until the encroachment plans and documents are acceptable. Once acceptable, move to Step 4 Approved/Denied/Withdrawn.
- b. Comments generated by District Office, Central Utilities, or Special Studies review should be documented in the DOT Comments field on the Encroachment Submission.
- c. Central Utilities Reviewer must change Next Action to **Applicant**. If the District Office sets an alert on the Encroachment Submission, they will receive an email notification.
- d. The Applicant reviews the New DOT Comments and/or documentation and makes the necessary revisions.
- e. The Applicant will return the revised documents to the District Office using the Send Back to DOT button. The Applicant will submit the revised documentation using the **Send Back to DOT** button on the Encroachment Submission welcome page. This will automatically set the Next Action to **District Review** and notify the District Office via email if an alert was set on the Encroachment Submission.
- f. Several iterations between the Applicant and NCDOT may occur until the Encroachment Submission is complete. In some cases, the Applicant may be required to visit the District Office to finalize the Encroachment Submission.

### 5. Permit Approved/Denied/Withdrawn

- The Reviewer adds signed Approved/Denied/Withdrawn documents, properly executed encroachment agreements and final plans to the Encroachment Submission as a **single** document. Any document(s) that are not considered part of the Encroachment Submission can be deleted.
- The Reviewer updates the Decision tab on the Encroachment Submission by selecting the appropriate **Decision** (e.g. Proposed to Permit Approved, Permit Denied, or Permit Withdrawn) and **Approval/Denial/Withdrawn Date**. Next Action is automatically set to **None** and the Decision field is locked from future updates.
- An automatic email notification is sent to the Contact Email and Notify Email address(es) specified on the Encroachment Submission.



**IMPORTANT: Applicants with NCIDs can retrieve approval documents from the Encroachment Submissions site. Applicants without NCIDs must be emailed (or other arrangements made for delivery of) the approval documents by the NCDOT Reviewer.**

### Encroachment Submission Review Process: Centrally Managed STIPs

The review process for Encroachment Submission within the limits of a centrally managed STIP is the same as the review process for encroachments requiring Central Utilities approval. The only difference is who handles review and approval. Encroachment Submissions that do not involve a STIP are handled by the Utilities Encroachment Section. Encroachment Submissions within STIP limits are handled by the Utilities Coordination Section. This process does not apply to STIP related utility relocations.

### Encroachment Submission Review Process: Division Managed STIPs

This process applies to Encroachment Submissions that fall within the limits of Division Managed State Transportation Improvement Projects (DMSTIPs). This does not apply to STIP related utility relocations. The process for Encroachment Submissions within the limits of Centrally Managed STIPs is discussed earlier.

1. Submittal
  - The Applicant submits an Encroachment Submission to NCDOT through the Encroachment Submissions site. Refer to the Submit a New Encroachment section in this manual. Next Action is set to **District** and Decision is set to **Proposed** automatically.
2. Technical Review Process
  - When the District Office reviews the Encroachment Submission and determines that the submission is within the limits of a Division Managed STIP, it must be assigned to the Division Utility Coordinator (DUC) for further review.
    - District Office Reviewer should add any comments and/or documents for DUC to the Encroachment Submission.
    - District Office Reviewer should then notify the DUC via email that an Encroachment Submission requires further review and changes Next Action to **Special Studies** for tracking purposes.
    - The DUC will manage the review of the Encroachment Submission. If the submission is within the limits of control of access (C/A) right of way, the DUC will get concurrence from the Utilities Encroachment Section prior to approval.
    - The DUC, or others involved in the Encroachment Submission review, will correspond with the Applicant, revising the plans as necessary until they are acceptable.
3. Permit Approved/Denied/Withdrawn
  - a. The DUC adds signed Approval/Denial/Withdrawn documents, properly executed encroachment agreements and final plans to the Encroachment Submission.
  - b. The DUC updates the Decision tab on the Encroachment Submission by selecting the appropriate **Decision** (e.g. Proposed to Permit Approved, Permit Denied, or Permit

Withdrawn) and **Approval/Denial/Withdrawn Date**. Next Action is automatically set to **None** and the Decision field is locked from future updates.

- c. An automatic email notification is sent to the Contact Email and Notify Email address(es) specified on the Encroachment Submission.

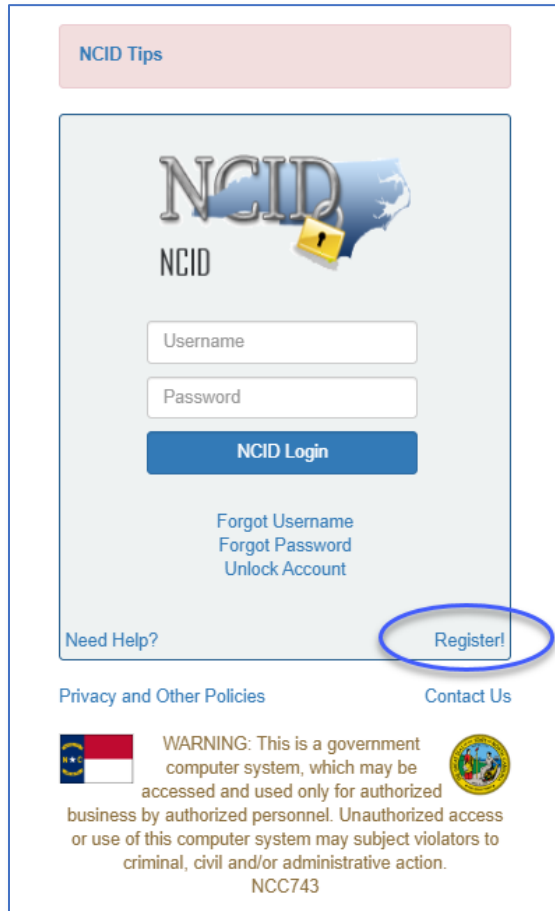
**IMPORTANT: Applicants with NCIDs can retrieve approval documents from the Encroachment Submissions site. Applicants without NCIDs must be emailed the approval documents by the NCDOT Reviewer. DUC's will also retain a copy of the executed encroachment permit for the project files.**

## NCDOT Encroachment Submissions User Guide

### Appendix A


To create a new **Business** NCID account, do the following:

1. Select **Register** as shown




The screenshot shows the NCID login and registration interface. At the top, there is a pink box labeled "NCID Tips". Below it is the NCID logo, which includes the text "NCID" and "NCID" with a map of North Carolina and a yellow padlock. There are two input fields: "Username" and "Password". Below these is a blue button labeled "NCID Login". Under the login button are three links: "Forgot Username", "Forgot Password", and "Unlock Account". At the bottom left is a link "Need Help?". At the bottom right, the "Register!" link is circled in blue. Below the login area are two links: "Privacy and Other Policies" and "Contact Us". At the bottom, there is a warning message: "WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action. NCC743". To the left of the warning is a small American flag icon, and to the right is a circular seal.

2. Select **Business** as shown



### North Carolina Identity Management


#### New User Registration



Please indicate your user type from one of the following categories:

<b>Individual</b>	Request access to the State of North Carolina services as an individual or citizen.
<b>Business</b>	Request access to the State of North Carolina services on the behalf of a business.
<b>State Employee</b>	Currently employed or assigned to work for an agency within the State of North Carolina government.
<b>Local Government Employee</b>	Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

[Privacy and Other Policies](#)[Contact Us](#)

3. Complete the input form. Fields denoted with an asterisk (\*) are required.

- Desired Username\*
- Prefix
- First Name\*
- Middle Initial
- Last Name\*
- Suffix
- Email Address\*
- Confirm Email Address\*
- Telephone Number\*
- Telephone Extension
- Mobile Number (Recommended)
- Street – Line 1\*
- Street – Line 2
- City\*
- State\*
- Zip\*
- New Password\*
- Confirm New Password\*

## NCDOT Encroachment Submissions User Guide

The screenshot shows the 'New User Registration' page for North Carolina Identity Management. The page has a dark blue header with the NCDOT logo on the left and the text 'New User Registration' and 'Self Service Password Reset' on the right. Below the header, the page title 'North Carolina Identity Management' is displayed. The main content area contains a registration form with the following fields and instructions:

To create your account, NCID will email you a code. You will need this code once you complete the form below and click the "Continue" button.

Waiting for typing to complete...

Desired Username\*

Prefix (Optional)  
Dr.

First Name\*

Middle Initial (Optional)

Last Name\*

Suffix (Optional)

Email Address\*  
username@domain.com

Confirm Email Address\*

Telephone Number\*  
919-555-1234

Telephone Extension (Optional)

Mobile Number (Recommended)  
919-555-1397

Street - Line 1\*

Street - Line 2 (Optional)

City\*

State\*  
NC

Zip\*

New Password\*

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.

4. Select the ***I'm not a robot*** check box and verify.
5. Select ***Continue*** to create your new Business NCID account or select ***Cancel*** to return. An email notification will be received if you created a new Business NCID account.
6. Complete the registration process by verifying your NCID account which includes answering your security questions. Upon the completion of this process, use the Business NCID created to submit as a credential to get access to the Encroachment Submission site.

For further assistance or questions concerning NCID, please contact NCID at 919-754-6000, toll free at 1-800-722-3946, or email: [dit.incidents@its.nc.gov](mailto:dit.incidents@its.nc.gov).